



Women's Community Project (Mullingar)

Association CLG,



#CES-2456855

WOMEN'S COMM PROJECTS (MULLING,



Parish Comm Ctr, Bishop's Gate Street, Co.

Westmeath, N91 AWH7



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/07/2026



09/09/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Front Desk Receptionist - Womens Community Project

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties to include: working in a very busy Front Reception. General administrative duties to include answering the telephone, emailing, typing and data entry, photocopying, dealing with client queries, weekly timetables, up dating notice board on daily activities, operating security system and car park barrier, taking room bookings, invoicing, receipting payments and monthly bank reconciliations and reports. Email their CV to: mmcknight@wcpmullingar.ie or phone 044-9344509 for further details. please check the link below for information on Community Employment programme.

https://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/employment_sup

- **Sector:** administrative and support service activities